



MISSISSIPPI VALLEY STATE
UNIVERSITY™

Vehicle Utilization Request Form (VURF)

Date: _____

Name/Sponsor _____

Department _____

Name of Driver _____

Banner Org Number _____

Date to Depart _____

Date to Return _____

Type of Vehicle Desired:

☐ Car \$.70/mile	☐ 12-Passenger Van \$1.00/mile	☐ 40-Passenger Bus \$3.65/mile	☐ 52-Passenger Bus \$3.90/mile
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Purpose of Travel: _____

Statement of Travel

Starting Point	Intermediate Point	Ending Point	Number of Miles	Rate Per Mile	Amount

BLANKET RATE

\$100.00 – BUS

\$65.00 - VAN

Requested by _____
Department Chair/Project Director

Approvals _____
Budget Officer

Approvals _____
Area Vice President

VP for Facilities Management or designee

Sponsored Programs

VP for Business & Finance (see Approval Limit Schedule)

Facilities Management

President (see Approval Limit Schedule)

Turn-In Report _____ \$50.00 Late Cancellation Fee _____ \$50.00 Bus Cleaning Fee Vehicle Number _____
_____ \$25.00 Van/Car Cleaning Fee

	Speedometer
Ending	
Beginning	
Number of Actual Miles	
Cleaning/Cancellation Fee	
ACTUAL TOTAL	